



Ruthanne Fuller
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NEWTON PARKS, RECREATION & CULTURE

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PLAYING FIELD AND RELATED FACILITY PERMIT POLICY

The City of Newton (the “City”), through authority granted to its Parks, Recreation & Culture Department (“PRC”) hereby adopts the following policy concerning the use of the City’s playing fields and related recreation facilities. This policy is meant to provide guidance to Newton Parks, Recreation & Culture Facilities users; however, all decisions regarding the use of newton facilities shall be subject to the discretion of the PRC.

The use of Public Facilities for private gain is PROHIBITED. The City of Newton’s Parks, Recreation & Culture Department requires a permit for the use of public facilities which results in compensation, monetary gain, benefit, or profit to an individual, organization, corporation, or other entity. Facilities include fields, **tennis courts**, outdoor basketball courts, track, playgrounds, and all other park and recreation space. Organized or regular use of Newton Parks, Recreation & Culture Facilities by groups and or individuals shall require a **permit**.

To obtain a permit to teach a private or semi-private lesson:

1. [Click here to create an online account](#) on our registration system, "MyRec" All permit holders must create an account before submitting a permit request.
2. Once you are logged into your MyRec account, [Click here for a list of facilities available to reserve](#) and click the days and time(s) you wish.
3. A Parks Department staff member will approve requests in the order in which they are received. Please apply for a permit in advance. The Department hours are Monday thru Friday 8:30am-5:00pm.

Guidelines:

1. Fees: \$25.00 per hour, per court
2. Instructors are responsible for completing a CORI/SORI check on any employee
3. Instructors **MUST** be able to provide the City with a Certificate of Liability Insurance naming the City of Newton as an additional insured party for (Limits of \$1,000,000.00 general liability) The insurance agency **SHALL** state that the certificate holder (City of Newton, 1000 Commonwealth Avenue, Newton MA 02459) is listed as an additional insured.
4. The instructor must carry with them a physical copy of their court reservation for the duration of the lesson.

M.G.L. c. 45, Sec. 24, provides that a person who “violates any rule or regulation...shall be punished by a fine of not more than two hundred dollars...” This would be \$200 per offense.